

# Loan Application

## PART A – QUALIFICATION

Tell us about your financing needs. Knowing more about your church and future plans will help us make the best possible offer. If you have any questions while filling out your application, please email [financing@cepnet.com](mailto:financing@cepnet.com) or call **800-821-1112**.

### 1. CHURCH INFORMATION

Church Name		Tax ID	
Church Legal Corporate Name		Date Established	
Church Mailing Address	City	State	ZIP
Church Physical Address (If different than above)	City	State	ZIP
Church Phone	Church Fax		
Church Website	Email		
District		Number of Paid Pastoral Staff	
<input type="checkbox"/> General Council			
<input type="checkbox"/> District Affiliated			
Has the church been under district supervision within the past 12 months? (If yes, district approval is required.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the church have their own corporation status? (If yes, documentation is required.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the church has their own corporation status, date incorporated:	_____		

### 2. PASTOR INFORMATION

Prefix	Pastor Full Name	Date of Birth	Gender
Pastor Mailing Address (If different than Church Mailing Address)	City	State	ZIP
Work Phone	Cell		
Email	Date pastor was installed	District in which pastor is credentialed	

### 3. FINANCIAL STATEMENTS *(Please attach the following documents. Note: loans greater than \$1 million may require audited financial statements.)*

- Income & Expense Report** for the current year (year-to-date) as well as the previous three years *(Four total reports – templates available at [cepnet.com/loantemplates](http://cepnet.com/loantemplates))*
- Balance Sheet** for the current year (year-to-date) as well as the previous three years *(Four total reports – templates available at [cepnet.com/loantemplates](http://cepnet.com/loantemplates))*
- Bank statement summaries** for the last three months
- Mortgage/rental payment history** for the last 24 months
- Proof of tax-exempt status** *(Determination letter from the IRS)*

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## 4. AVERAGE ATTENDANCE

**Adult Attendance**      This Year: \_\_\_\_\_      Last Year: \_\_\_\_\_      Year Before Last: \_\_\_\_\_

**Number of Households**      This Year: \_\_\_\_\_      Last Year: \_\_\_\_\_      Year Before Last: \_\_\_\_\_

## 5. STATEMENT OF PLAN

Tell us your plans in one paragraph. (Are you selling your existing property, planning to build at a new location, remodeling/adding to your present building? Etc.)

## 6. COSTS AND PURPOSES

Amount needed for new construction      \$ \_\_\_\_\_

Amount needed for refinancing      \$ \_\_\_\_\_

Amount needed for remodel/improvements      \$ \_\_\_\_\_

Amount needed to purchase property      \$ \_\_\_\_\_

Amount needed for other/miscellaneous      \$ \_\_\_\_\_

**Subtract** cash on hand to be applied to the project      – \$ \_\_\_\_\_

**Total net requested loan**      \$ \_\_\_\_\_

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## 7. COLLATERAL/CHURCH-OWNED PROPERTY

Property Address	City	State	ZIP
Use ( <i>Parsonage, sanctuary, etc.</i> )		Current Property Value	
Property value as of _____ ( <i>date</i> ) based on ( <i>check all that apply</i> ):			
<input type="checkbox"/> Licensed Appraisal	<input type="checkbox"/> Tax Assessment	<input type="checkbox"/> Sales Price	<input type="checkbox"/> Realtor's Opinion <input type="checkbox"/> Insured Value
Is there currently a mortgage on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If "No," skip to Section 8.</i> )			
Original Mortgage Date	Original Amount	Term ( <i>Time</i> )	
Current Monthly Payment	Current Unpaid Balance		
Name of Creditor/Lender	Interest Rate	Fixed/Variable	
Is this mortgage current or delinquent?	<input type="checkbox"/> Current	<input type="checkbox"/> Delinquent	
Are there balloon terms on this mortgage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Balloon Payment Due Date	Balloon Amount		

## 8. ADDITIONAL COLLATERAL PROPERTY (*If not applicable, skip to Section 9.*)

Property Address	City	State	ZIP
Use ( <i>Parsonage, sanctuary, etc.</i> )		Current Property Value	
Property value as of _____ ( <i>date</i> ) based on ( <i>check all that apply</i> ):			
<input type="checkbox"/> Licensed Appraisal	<input type="checkbox"/> Tax Assessment	<input type="checkbox"/> Sales Price	<input type="checkbox"/> Realtor's Opinion <input type="checkbox"/> Insured Value
Is there currently a mortgage on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If "No," skip to Section 9.</i> )			
Original Mortgage Date	Original Amount	Term ( <i>Time</i> )	
Current Monthly Payment	Current Unpaid Balance		
Name of Creditor/Lender	Interest Rate	Fixed/Variable	
Is this mortgage current or delinquent?	<input type="checkbox"/> Current	<input type="checkbox"/> Delinquent	
Are there balloon terms on this mortgage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Balloon Payment Due Date	Balloon Amount		

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## 9. OTHER OBLIGATIONS

Does the church have any other loans/borrowing from institutions or individuals?  Yes  No

Does the church have any liens, judgments, past due property or payroll taxes, or pending litigation against the church corporation or its property?  Yes  No

Is the church currently, or has the church ever been, in default of any financial liability?  Yes  No

If the answer to any of the above questions is "Yes," please provide full details below:

## 10. ADDITIONAL INFORMATION

How did you hear about Church Extension Plan?

Referral \_\_\_\_\_

Mail/Email \_\_\_\_\_

District Publication \_\_\_\_\_

Magazine \_\_\_\_\_

Partners Magazine \_\_\_\_\_

Event \_\_\_\_\_

Social Media \_\_\_\_\_

Other \_\_\_\_\_

## 11. SUBMITTING YOUR APPLICATION

To submit your completed application with all required attachments, send a scanned PDF (or similar format) to [financing@cepnet.com](mailto:financing@cepnet.com) or mail/fax the document(s) to the address/fax number at the bottom of page 1.